

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

TANF CASH ASSISTANCE

Subject:
Redetermination of Eligibility

Supersedes: TANF 1502-1 (07/01/05)

References: 45 CFR 206.10(a)(9) and (12)(b)(4); ARM 37.78.228; ARM 37.78.102

GENERAL RULE-- A redetermination is a review of all financial and non financial requirements affecting eligibility and/or grant amount; e.g. income, resources, household composition, child/medical support requirements, Family Investment Agreement/WoRC Employability Plan (FIA/EP) requirements, time clock exemptions/exclusions, etc.

This redetermination of eligibility for all participants occurs:

1. upon knowledge of anticipated changes in the individual's situation;
2. promptly after a report or discovery of changes in the individual's circumstances that may affect the amount of assistance to which he is entitled or may make him ineligible;
3. once every 12 months, at a face-to-face interview, which is usually scheduled to coincide with Food Stamp or Medicaid redeterminations or FIA/EP renewals.

≥ NOTE: For those participants with less than a year left on their time clock, schedule a redetermination within the final three months of eligibility.

Timely notice must be given in all instances of adverse action (termination or reduction of benefits) as a result of any redetermination. Adequate notice is given if benefits are unchanged or increased (Section 1501-1)

ANNUAL REVIEW A face-to-face complete eligibility redetermination is required at least once every twelve (12) months for participants in TANF cash assistance program. The redetermination month is the twelfth month from the month of application/start date. TEAMS will **not** allow the eligibility period to be greater than 12 months. The redetermination may be coordinated with another program's redetermination or the FIA/EP renewal appointment. Retain a copy of the updated FIA/EP in the TANF case file.

Placing a future date in the "Redetermination Date" field on the EXPD screen sets the redetermination month. The date is not to exceed 12 months from the month of application. Eligibility Case Managers will

receive a TEAMS generated report in the month prior to the redetermination due date.

EXAMPLE: The application/start date is August 5th, 2005. On EXPD enter 07/06 in the REDETERMINATION DATE field. The TEAMS ALERT will appear in June of 2006.

SCHEDULED INTERVIEWS

Using the TEAMS generated list of cases with redeterminations due, the Eligibility Case Manager schedules the interview and notifies the participant via TEAMS notice ((X034)).

If the individual fails to appear, without good cause (Section 1509-1), eligibility is terminated for failure to comply with program redetermination requirements. A timely notice (10 days) of adverse action to terminate assistance must be sent. The action taken must be documented in TEAMS Case Notes (CANO).

NOTE: If the individual had good cause, he/she shall have an opportunity to make arrangements for a home visit by the Eligibility Case Manager, have an Authorized Representative act on his/her behalf, and/or reschedule the interview. If benefits were terminated prior to the acceptance of the claim of good cause, the case is reverted to open and benefits authorized.

EXAMPLE: The redetermination interview is scheduled for July 15th. The participant fails to appear and a closure notice is mailed the following day. On July 28th, the participant contacts the office requesting the interview be rescheduled. **ACTION:** Reschedule the interview for the earliest possible date because the contact was made prior to August 1st.

ANNUAL REDETERMINATION REPORT (FA-272)

All participants receive Form FA-272, "Redetermination Report". They are instructed to complete the report and return it by the 15th of the month indicated on the address label. For example, reports mailed in June show the month as July, so the report would be due by July 15th. If the participant does not return the report nor bring it to the interview, an adverse action **cannot** be taken. Document this circumstance in TEAMS Case Notes (CANO) along with other information obtained at the interview.

The FA-272 provides information needed for the eligibility redetermination and can be used as a 'checklist' to assure all eligibility requirements are reviewed. Redetermination information and the resulting actions must be documented in TEAMS Case Notes (CANO).

VERIFICATION

Appropriate statements or documents verifying new information obtained at the redetermination must be provided. If the required verification is not provided and it is necessary to correctly determine continued eligibility, benefits are terminated. Timely notice must be sent.

PROCEDURE

Responsibility

ACTION

Eligibility Case
Manager:

1. Using the TEAMS generated redeterminations due list, schedule an appointment and send a written notice to the participant (TEAMS Notice (X034)).

Participant:

2. Upon receipt of Form FA-272, update information and return it to the county OPA by the 15th of the month indicated on the address label or bring it to the scheduled interview. Bring verification of any changes to the scheduled interview.

Eligibility Case
Manager

3. During the interview:
 - a. evaluate all financial and nonfinancial eligibility requirements and enter current information to TEAMS;
 - b. review good cause status for not providing non-custodial parent information to CSED;
 - c. review the participant's rights, responsibilities and status (HCS-220, "Rights and Responsibilities"), emphasizing Change Reporting requirements, obtaining and maintaining employment, participating in EPSDT, cooperation with TPL, HIPPS, and Child Support Enforcement- (update information on Form FA-332, if appropriate);
 - d. review the purpose of Form HCS 101 "Authorization to Release Information"; and
 - e. obtain the participant's signature on all forms as required. Keep originals in the case file; give copies to the participant.

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4. Complete the redetermination process:

- a. On TEAMS, go to the RERE screen and enter the appropriate date;
- b. on the INDA screen enter the interview date;
- c. Inquire on and review SEARCHS, MISTICS, PJUSTICE, AND SOLQ, if appropriate.

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- d. enter through all the required eligibility determination screens updating the data as indicated; and
 - e. if the participant is eligible, authorize benefits on EXPD.
- 5. Update REDETERMINATION DATE field on TEAMS EXPD screen.
 - 6. Send timely notice if benefits are reduced or terminated; adequate notice if benefits are unchanged or increased; include date of next redetermination.
- NOTE:** If there are not ten days in which to give timely notice of adverse action, benefits must be released at the previous level and changed the following month.
- 7. Document action taken in TEAMS Case Notes (CANO).

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